

**Baraboo-Wisconsin Dells Airport Commission**

December 3, 2019

Present: Michael Palm (Baraboo), Mark Whitfield (Village of Lake Delton). Absent: none. Also Present: Ed Geick (Airport Manager), Emily Truman (City Attorney) Brandon Scott, Bill Murphy, Ed White and Kennie Downing (new City Administrator).

The owner representatives met at the Baraboo City Hall, 101 South Blvd, Baraboo.

The meeting was called to order by Palm at 11:00 AM and roll call was noted by Geick of those present. Compliance of the Open Meeting Law was noted by Palm.

**Previous Minutes**

Approval of the meeting minutes of October 16, 2019. A motion was made by Whitfield, seconded by Palm and approved unanimously.

**Approve Agenda**

Moved by Whitfield, seconded by Palm and carried unanimously to approve the agenda.

**Action Items**

**2. APPEARANCES/PRESENTATIONS - None**

**3. PUBLIC COMMENT – None**

**4. ACTION ITEMS**

a. Discussion of new FBO for Phoenix Flight Services

Brandon Scott presented information about his proposed flight services to be in Office 3 in Hanger Lot 18. The helicopter services would be for business and tourism. Brandon proposed a start date of May 3, 2020. Bill Murphy voiced concerns about an inside the fence public operation and that TC, the mechanic, won't store the aircraft. Bill also expressed concerns for the lack of a helipad near this hanger and he added that Eric Peterson had been denied use of this same office on a previous occasion. It was the Commission's direction to ask Ed Geick to work with Kennie Downing on this in preparation for the next Commission meeting.

b. Discussion of Airport Manager position

Ed Geick discussed with the Commission his pending retirement at the end of the year and the options for the Manager's position. He currently spends 5-10 hours per month on Airport business. The estimated cost for that time is approximately \$6,000. The City Attorney and the City Engineer also allocate some cost to the Airport under professional services for their work on leases and new building plans.

Ed White, Executive Director of Sauk County Development Corporation, presented his proposal to be named the Airports next Manager. Mr. White had previously served in Platteville, WI on their airport commission for 11 years. He felt that he had sufficient experience to be considered for the position.

Bill Murphy also submitted his name for consideration by the Commission and provided Commissioners with details on why he would be a good manager. Mr. Whitfield provided information he had received from the last Airport Conference on how an FBO and Manager positions have potential to be in conflicting positions. Ms. Truman also expressed concerns for potential conflict of interest.

Action: Whitfield moved to continue with Kennie Downing as Airport Manager for 3 months and to reassess the Manager position in February, 2020.

Report from the Airport Manager, Ed Geick – no additional information presented.

- b. Report from Bill Murphy, FBO  
No report
- c. Review of Budget Reports and Balance Sheets  
The Commissioners reviewed the budget reports. No action was necessary.

**5. Next Meeting Date:** To be at the Airport on January 7, 2020

**ADJOURNMENT:** A motion was made by Whitfield, seconded by Palm and unanimously approved to adjourn at 11:46 AM.

Ed Geick  
City Administrator/Airport Manager